

**Dakota Communications Center
Board of Directors
Meeting Minutes: September 15th, 2022**

Members Present: John Bergman – Apple Valley; Mike Supina – Eagan; Jen Fox – Hastings; Michelle Volk – Lakeville; Ultan Dugan – Mendota Heights; Jeff Weisensel – Rosemount; Lori Hansen – South St. Paul; Dick Vitelli – West St. Paul

Members Absent: Cara Schulz – Burnsville; Mike Slavik – Dakota County; Katie Bernhjelm – Farmington; Rosemary Piekarski-Krech – Inver Grove Heights

Alternates Present: Dakota County – MaryLiz Holberg; Inver Grove Heights – John Murphy

Others Present: Logan Martin – Executive Committee Chair; Tom Folie, Brent Anderson, Jen Hildebrandt – Dakota 911

1. Call to Order

Recognizing a quorum Chair Weisensel (Rosemount) called the meeting to order at 8:00am.

2. Pledge of Allegiance

3. Roll Call

x	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	x	MaryLiz Holberg
x	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
x	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	x	John Murphy
x	Lakeville	Michelle Volk		John Bermel
x	Mendota Heights	Ultan Duggan		Stephanie Levine
x	Rosemount	Jeff Weisensel		Paul Essler
	South St. Paul	Lori Hansen		Todd Podgorski
x	West St. Paul	Dick Vitelli		Julie Eastman

4. Approve Agenda

Discussion:

No discussion.

Action: Motion by Weisensel (Rosemount) to approve the agenda. Second by Duggan (Mendota Heights). Motion passed.

CONSENT AGENDA

5. Consent Agenda – Board of Directors Chair

- a. Approve Minutes from the May 5th, 2022 regular meeting
- b. Receive Adopted and Ratified April, May, June and July 2022 Paid Claims
- c. Receive and Approve July 2022 Unaudited Financial Report
- d. Receive Employee Handbook Updates
- e. Consider Resolution 2022-006 designating LOGIS Board of Directors representation
- f. 911 System Service Agreement with Motorola Solutions
- g. Received executed contracts and agreements report
- h. 2023 CJA Fees

Discussion:

No discussion.

Action: Motion by Vitelli (West St. Paul) approve the consent agenda as presented.
Second by Holberg (Dakota County).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	Aye	MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
Aye	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	Aye	John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
Aye	Mendota Heights	Ultan Duggan		Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
	South St. Paul	Lori Hansen		Todd Podgorski
Aye	West St. Paul	Dick Vitelli		Julie Eastman

Motion passed.

REGULAR AGENDA

Action Items

6. Vesta SaaS Contract for 911 System Upgrade

Discussion:

Folie (Dakota 911) reported that while the current Vesta 911 system was due for upgrade in 2021, the need was not urgent and Dakota 911 wanted to stall the effort and allow time to evaluate how other organizations who were moving to a cloud-based system were doing. Folie clarified that moving to a cloud-based system had many advantages including elimination of in-house hardware, decreased costs over time and added redundancy allowing for remote work by those who were able, when needed.

Folie informed members that Scott County had been on the Motorola cloud-based system for a number of months and was reporting no issues other than the time it took to implement due to supply chain issues. Folie referred to the cost savings noting that while there was significant savings over the first 5 years, that savings got even better in years 6 and 7 when other in-house systems would be looking at replacement. Folie noted that the expenses associated with this upgrade were approved in the 2023 budget, but staff was requesting the authority to begin the process in 2022 to allow time for supply chain issues. Motorola has agreed that no invoices would be issued until after January, 1, 2023.

Supina (Eagan) referred to the current equipment and asked if there was any value that could be recognized as trade-in or sale. Folie (Dakota 911) clarified that there wasn't really any value now that the hardware was 7 years old. Folie noted that the equipment would be treated like any other Dakota 911 equipment and be wiped clean and recycled.

Weisensel (Rosemount) recognized the arrival of South St. Paul Director Hansen and Executive Committee Chair Martin.

Action: Motion by Vitelli (West St. Paul) to approve signing of Vesta SaaS contract for 911 system upgrade. Second by Duggan (Mendota Heights).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	Aye	MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
Aye	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	Aye	John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
Aye	Mendota Heights	Ultan Duggan		Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
Aye	West St. Paul	Dick Vitelli		Julie Eastman

Motion passed.

7. Replacement of Backup Encryption-capable Portable Radios

Discussion:

Folie (Dakota 911) noted that backup encryption-capable portable radios were also an item slated for replacement in 2023, however supply chain issues were also cause for concern on this item. Folie explained that the FBI required encryption of criminal justice information on law mains which the law enforcement group was working towards with completion slated in September, 2023. Folie noted that ideally, Dakota 911 would have

radios in place no later than May, 2023 but Dakota County Radio Services had informed staff that delivery was very unpredictable right now. Folie noted that while Burnsville PD had received their radios within weeks, Radio Services was cautioning that the delivery could be out as much as 6 – 7 months. Folie noted that he wasn't comfortable waiting for January 1st, 2023 as it could delay the consortium cutover effort. Folie noted that similar to the previous discussion, he would like to begin the replacement effort with delivery after January 1st, 2023, and if that couldn't be managed, he would look for a budget amendment at a subsequent meeting.

Vitelli (West St. Paul) asked how many radios there were. Folie (Dakota 911) clarified that Dakota 911 had eight radios and the cost was estimated to be approximately \$45,000. Folie added that there were well over 1,000 radios across the County.

Murphy (Inver Grove Heights) asked how the radios would be used. Folie (Dakota 911) explained that the eight radios were used on the floor in backup situations when the regular radio consoles went down or if telecommunicators were off site.

Action: Motion by Duggan (Mendota Heights) to approve staff request to order Motorola encryption-capable portable radios and related equipment in 2022. Second by Vitelli (West St. Paul).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	Aye	MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
Aye	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	Aye	John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
Aye	Mendota Heights	Ultan Duggan		Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
Aye	West St. Paul	Dick Vitelli		Julie Eastman

Motion passed .

8. Executive Director Recruitment Process

Discussion:

Martin (Executive Committee Chair) informed members that the Executive Committee had begun the Executive Director replacement effort by requesting quotes from three recruitment firms, two of which responded with proposals. Martin noted that the two forms were David Drown and Associates and GOVHR. Martin noted that of the two proposals, the Executive Committee felt David Drown and Associates (DDA) stood out for a few reasons. The first was that they were local. Martin acknowledged that while

GOVHR also had a local presence, they did not designate that person as their representative in the proposal. Martin noted that any time the consortium wanted the representative to attend in-person, there would be added travel costs for GOVHR. Martin added that there was a strong opinion among the Executive Committee that there would be talented candidates from local Law Enforcement and Fire Departments, and having a local group would allow for in-person meetings that wouldn't drive the costs up. Martin added that DDA also identified some leadership assessments and profiling that GOVHR did not offer. Martin (Executive Committee Chair) acknowledged that the timeline was tight and the effort needed to get underway quickly. Martin reiterated that the Executive Committee was recommending the Board authorize engagement of David Drown and Associates. Martin noted that he anticipated formation of a sub-committee who would sit on the interview panel. Martin noted that the sub-committee would likely be the Chair and Vice-chair of both the Board of Directors and the Executive Committee, but assured that feedback would be solicited from all groups. Weisensel (Rosemount) reiterated that while the sub-committee may not include all members of governance, the desire was to ensure all members had the opportunity to provide input into the effort. Weisensel asked that if anyone felt strongly about participating on the sub-committee, those desires be relayed to him. Weisensel also offered to be the point of contact for member feedback and ensured the feedback would be compiled and provided to the sub-committee. Weisensel then requested Jen Hildebrandt distribute an email request of that nature to membership.

Vitelli (West St. Paul) asked what the plan was if a replacement was not on board. Folie (Dakota 911) assured that his retirement date was flexible.

Vitelli (South St. Paul) inquired if Executive Director Tom Folie would be a participant in the recruiting process. Martin (Executive Committee Chair) commented that he didn't feel that would be improper and that if Tom was comfortable with participating, he would suggest it to the recruiter. Martin noted that at a minimum, Folie would be meeting with the recruiter.

Bergman (Apple Valley) asked of the Executive Committee was confident the effort would attract some good candidates. Martin (Executive Committee Chair) acknowledged that it really came down to salary, given the current market. Martin commented that he felt the salary range was competitive. Martin added that the recruiters hadn't expressed any concerns with the salary range when he shared it. Martin continued stating that the Executive Committee felt this recruitment effort would receive responses from local fire and law enforcement command staff, along with some other local interest. Weisensel reminded members that the three executive directors to date came from Eagan PD, internal promotion and LOGIS.

Supina (Eagan) asked how large a net the recruitment form would be casting. Martin (Executive Committee Chair) noted that the search would be nation-wide.

Duggan (Mendota Heights) inquired if the belief was that the effort would remain within budget. Martin (Executive Committee Chair) acknowledged that the DDA proposal included all fees.

Action: Motion by Duggan (Mendota Heights) to approve engagement of David Drown and Associates for the 2022 Executive Director Recruitment Effort. Second by Hansen (South St. Paul).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	Aye	MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
Aye	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	Aye	John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
Aye	Mendota Heights	Ultan Duggan		Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
Aye	West St. Paul	Dick Vitelli		Julie Eastman

Information Updates/Discussion Items

9. ERP Update

Discussion:

Folie (Dakota 911) informed members that Enterprise Resource Planning (ERP) changes were coming, and he wanted to make sure the group understood the impacts on Dakota 911. Folie explained that LOGIS, a joint powers agency owned by approximately 50 member government entities was looking to replace their current JDE system, which was what Dakota 911 used via Fiscal Agent, City of Lakeville. Folie noted that the product LOGIS was looking at was Oracle, a cloud-based system that had substantial up front and annual costs. Folie commented that the City of Lakeville was also mid-process on their own ERP RFP. Folie noted that LOGIS was looking for a 10-year commitment by November 15th, 2022. Folie noted that at about that same time, the City of Lakeville would have more information on their ERP RFP effort. Folie explained that Dakota 911 currently paid approximately \$18,000 for the LOGIS services. Folie further explained that the reported costs for Oracle was an upfront cost of \$158,855 with a \$64,000 annual cost. Folie acknowledged that Oracle was a much better system than what was currently in use, but it was also significantly more expensive. Folie noted that he wanted to give the group a preliminary report as action would need to be taken in November.

Weisensel (Rosemount) reiterated that the costs identified for Oracle via LOGIS were specific to Dakota 911 and could be more if any member pulled out by the November

deadline. Weisensel added that the City of Lakeville was the current Dakota 911 Fiscal Agent and that was why they are specifically identified in this item discussion. Folie (Dakota 911) confirmed and added that Dakota 911 was currently treated as a sub-set of City of Lakeville and that was why current costs were as low as they were.

Supina (Eagan) referred to the LOGIS consortium and asked how their ERP approval process took place. Folie (Dakota 911) explained that selection of the LOGIS ERP product went through a process similar to Dakota 911 processes where a recommendation was presented and the LOGIS Board voted. Folie acknowledged that the item could potentially be reconsidered based membership response by the November deadline. Folie reminded that LOGIS provided support for numerous products and this commitment being discussed was only for the ERP system. Folie further explained that historically, members were required to express their commitment to LOGIS support of the platforms/products that they used by June 15th for the following year to accommodate the LOGIS budget process. Folie noted that because of the level of support Dakota 911 received from Fiscal Agent, City of Lakeville, it was probable that Dakota 911 would go with whatever application City of Lakeville selected unless another member of the consortium were to take on Dakota 911 fiscal agency responsibilities.

Holberg (Dakota County) referred to previously-expressed desires of the group to consider Dakota 911 operations move to Dakota County administration and asked what a 10-year commitment would mean to that discussion. Holberg asked if anyone had spoken to the County about the possibility of taking over Fiscal Agency services. Martin (Executive Committee Chair) noted that the topic had been briefly considered at the recent Executive Committee meeting, which Dakota County was a part of, and no one seemed to be interested in taking over fiscal agency responsibilities. Martin added that membership was very happy with the fiscal agency services being received by the City of Lakeville. Weisensel (Rosemount) acknowledged the comments made by Holberg and noted that they should be considered as the effort is brought back in November.

Action: No action. Discussion only.

10. 2022 Goals Update

Discussion:

Folie (Dakota 911) provided a high level overview on progress of 2022 goals that included Enhancing emergency response to calls for service through processes and technology, improving the work environment for employees, interior improvements, and improve business efficiencies.

Folie referred to the goal to consider and possibly implement a part-time positions policy and acknowledged that while he had done some background work on the effort, there was much to consider before implementing part time positions. Folie explained that Edina had reported a desire to discontinue its part time positions. Folie stated that

because of these considerations, he felt progression of such a significant effort should wait until the consortium had a new executive director.

Bergman (Apple Valley) referred to the telecommunicator union and commented that implementation of part-time positions could prove to be interesting. Folie (Dakota 911) acknowledged but he expected it would be desired.

Folie noted that the second annual employee engagement survey was scheduled for distribution mid-September and he was hopeful it would reflect efforts that had been made to involve and engage employees.

Folie referred to the JPA changes that has been completed and also acknowledged that efforts to identify and implement a tech support ticketing system were underway.

Action: No action. Update only.

11. Executive Director Report

Discussion:

Public Safety Telecommunicator Email – Folie (Dakota 911) referred to an email that went out to members of Dakota 911 Board of Directors from PST LynAnn Vossberg regarding reclassification of emergency telecommunicators and acknowledged that it created some confusion among membership that he wanted to help clarify. Folie explained that the Public Safety Telecommunicator occupation was determined to be an administrative support position in the US Department of Labor, Bureau of Labor Statistics office. Folie acknowledged that while the definition seemed fairly accurate, there was an initiative underway to get the position reclassified to the Protective Service occupation. PST Vossberg also noted the concerns with the Public Employees' Retirement Association retirement plan. Folie explained that earlier in 2022 there was a committee created that reported to legislature with a goal of moving PSTs to the Correctional Plan or some other plan with a lower retirement age. However, the Correctional members were against this change and no legislation was enacted. Folie noted Vossberg's email had two points that could be interrelated but neither would directly affect the other. Reclassification needed to take place at the Federal level and there had been legislation introduced to make that happen. Retirement plan changes needed to be made by the legislature. Folie did agree personally that it was hard to imagine a 67-year-old emergency telecommunicator given the level of technology skills and multi-tasking required of the position. Folie noted that because of that, people may be leaving before eligible to draw on their retirement or had significant penalties for doing so. Folie noted that local elected officials would not be able to directly make either the reclassification or the retirement plan changes but the goal of the email was likely informational.

Weisensel (Rosemount) received no responses after asking if anyone had responded directly to the email received from Telecommunicator Vossberg.

Supina (Eagan) acknowledged the retirement age without penalty was 67 and asked what the penalties were for someone who retired early. Anderson (Dakota 911) reported penalties were 3% for every year before age 67. Anderson added that some dispatchers have the financial ability to retire in their late 50's while others are retiring in their early 60's. Anderson noted that most can't afford to retire early given the penalties. Anderson acknowledged that skills and abilities required of any position begin to slow as people age. Anderson noted that particularly in the telecommunicator career field, where time is of the essence, a retirement age of 67 didn't seem reasonable. Supina (Eagan) expressed concerns related to the Vossberg email reference to "people hanging around as to not incur retirement penalties". Anderson (Dakota 911) opined that an earlier retirement age coupled with a number of years of service seemed acceptable. Vitelli (West St. Paul) commented that most pension plans in the building trade were like that. Vitelli noted that it was a good argument, just the wrong audience.

Weisensel (Rosemount) asked if Dakota 911 had given a formal response. Folie (Dakota 911) responded that Dakota 911 had not given a formal response. Weisensel (Rosemount) commented that he would send a response to Telecommunicator Vossberg, as Chair of the Dakota 911 Board of Directors. Vitelli (West St. Paul) commented that it was OK to be supportive of telecommunicator efforts, but suggested those efforts needed to be a union push. Weisensel (Rosemount) acknowledged comments and added that Vossberg deserved, at a minimum, a response and that he would send it on behalf of the Board members based on the discussion.

WEX Health – Hildebrandt (Dakota 911) informed members that Dakota 911, similar to many member organizations, had received notification in late 2021 that Further would not be servicing VEBA accounts after September 30th, 2022. After members of the LOGIS Insurance Pool had reported difficulty in identifying alternatives, Gallagher Benefits stepped in to assist with a marketing analysis that identified four vendors who offered, not only VEBA administration, but also HSA and FSA administration which would accommodate groups who wanted to move their entire suite of spending accounts. This analysis was finalized the end of May and after much consideration that included costs, customer service feedback, and discussion with the Dakota 911 fiscal agent, the decision was made to engage the services of WEX Benefits. Hildebrandt informed members that based on current enrollment, costs were anticipated to be lower than what was currently being paid to Further. Hildebrandt reported that the transition effort was well underway and although there was much background done, employees were in the process of activating their accounts which seemed to be going fairly smoothly.

Healthcare Plan Updates – Folie (Dakota 911) informed members that after receiving information that healthcare rates were increasing by approximately 15%, Dakota 911 would be offering employees an alternative network option that would help to mitigate

the premium increases for 2023. Folie assured members that there would be no added expense for this alternative option.

Facility Access – Folie (Dakota 911) informed members that access to facility areas where Criminal Justice Information (CJI) data was visually and audibly accessible required a heightened level of security awareness training. Folie noted that Dakota 911 staff was working with Dakota County Facilities to ensure these requirements were being met by all staff and vendors who were accessing these areas in the Dakota 911 building.

Telephony Project – Folie (Dakota 911) noted that the telephone project was underway with LOGIS with a desired completion date of October however may see delays with the resignation of a critical staff member.

Microsoft 365 – Folie (Dakota 911) informed members that the effort to convert all staff log-ins to Microsoft 365 had been partially completed. Folie noted that the conversion of the telecommunicators had been stalled due to technical issues related to individual log-in on any number of computers on the dispatch floor.

Radiological Emergency Preparedness (REP) Drill – Anderson (Dakota 911) informed members that FEMA requires a large-scale drill with Prairie Island Nuclear Plant every two years. Anderson explained how FEMA representatives attended the drill in different locations, including the dispatch center, to monitor and evaluate the drill. Anderson further explained that while the floor supervisor handles communications from the dispatch floor, the operations director worked from the Emergency Operations Center (EOC) as a liaison between the supervisor and the EOC. Anderson noted that the drill lasted approximately six hours, and FEMA reported that Dakota 911 satisfied all the communications center requirements. Anderson commented that this report was considered a big success by Dakota 911.

Statistics – Folie (Dakota 911) noted that staff was revisiting how statistics were being reported. Folie noted that he was hoping to provide clear definitions that would help to clear up assumptions that were being made about the data. Folie noted this would be an ongoing effort and many of the statistics are not easily explained.

By-laws Update – Folie (Dakota 911) noted that there were some intermediate changes needed to the by-laws like changing references to Dakota Communications Center to Dakota 911. Folie commented that in the longer-term, the operations sub-committees have expressed a desire to get rid of the Joint Operations Committee and replace it with the two sub-committees. This should be kept in mind as the Joint Powers Agreement is changed in the future.

Dakota 911 Website – Folie (Dakota 911) referred to the website and noted that some changes were being made based on governance feedback. Folie noted that staff was now putting draft minutes on the website. Folie asked if anyone felt strongly that they

draft minutes should not be on the website. Hearing no response Folie noted staff would ensure minutes were posted in a timely fashion, and draft minutes would be clearly identified as draft.

Folie (Dakota 911) thanked Vitelli and Duggan for their longtime service as Board members as each was retiring from their respective counsels.

November meeting date – Folie (Dakota 911) noted that the next Dakota 911 Board meeting was scheduled for November 17th. Acknowledging a potential conflict for members, Folie suggested a meeting date change to November 10th. If approved, Folie noted the meeting would be held in the Dakota 911 Training Room at 8:00am. This would also allow the Board to receiving information from Lakeville’s ERP efforts so that a decision can be made prior to the LOGIS November 15th deadline.

Action: Motion by Supina (Eagan) to change the Dakota 911 Board of Directors meeting date to November 10th. Second by Duggan (Mendota Heights).

Further Discussion:

Supina (Eagan) asked if new representation would be in attendance at the November meeting. Weisensel (Rosemount) clarified that current representation ran through the end of the calendar year and any new representation would be appointed in January for attendance at the first meeting of 2023.

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Cara Schulz		Dan Gustafson
	Dakota County	Mike Slavik	Aye	MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Bernhjelm		Katie Porter
Aye	Hastings	Jen Fox		Mary Fasbender
	Inver Grove Heights	Rosemary Piekarski-Krech	Aye	John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
Aye	Mendota Heights	Ultan Duggan		Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
Aye	West St. Paul	Dick Vitelli		Julie Eastman


12. Other Business

None

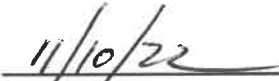
ADJOURN

Action: Motion by Duggan (Mendota Heights) to adjourn. Second by Vitelli (West St. Paul). Motion passed. Meeting adjourned at 9:06am.

Next Regular Meeting:
November 10th, 2022
8:00am
DCC Training Room



Jeff Weisensel, Board of Directors Chair



11/10/2022



Tom Folie, Executive Director



11/10/2022